



TOWN OF WESTON

Clerk of the Works (Durational Position)

56 Norfield Road Weston, CT 06883 (203) 222-2677 - Fax (203) 222-8871

Clerk of the Works

Resume and Cover Letter Due by Friday, August 25, 2023 at 4:30 p.m.

The Town of Weston (pop. 10,179) is accepting resumes for the Clerk of the Works durational position. This class is accountable serves as the Town's onsite project representative on a day-to-day basis as necessary assisting in monitoring construction, ensuring that construction schedules are met, ensuring the work is performed within budget or provide explanations for change orders, and verifying invoices and recommending payment based on work performed as well as final payment. The Clerk is also responsible for workmanship, job safety, and coordinating updates and information with the Town. The position receives administrative oversight from the Director of Public Works and Facilities Management. A copy of the entire job description is available on line.

To be considered for the position candidates will have graduated from high school or certification of having passed the General Educational Development (GED) certification examination plus seven (7) years of experience on projects involving site work and construction with at least three (3) years in a position with broad management responsibilities such as clerk of the works. Incumbents in this class are required to possess and retain a valid Motor Vehicle Operator's license and have reliable transportation.

This position is a durational position (expected to last up to six months) with an hourly rate of \$50.00 to \$60.00 dollars per hour depending on experience and no benefits.

Interested candidates must email their resume and cover letter to:

W. Lee Palmer
Interim Town Administrator
Town of Weston
PO Box 1007
Weston, CT 06883
LPalmer@westonct.gov